

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE DGS 550-1 (Rev. 10/92)		Schedule No.: 2060 Page 1 of 3
Agency: University of Maryland College Park		Division/Unit: College of Computer, Mathematical, and Physical Sciences
Item No.	Description	Retention
1	General Files - incoming and outgoing correspondence, forms, minutes, manuals, reports, statements, memoranda, executed agreements, and statistics concerning current and proposed educational, research and outreach programs; financial agreements; policies and procedures; special projects and events; internal and external cooperative agreements and activities; equity issues; facilities; parking; alumni affairs; donor relations; unit reviews; and general reference and substantive data concerning the operation of the College of Computer, Mathematical, and Physical Sciences, Dean's Office.	Screen annually and destroy that material for which no further reference is required. Remaining material with continuing administrative or legal value to be kept in paper by the College of Computer, Mathematical, and Physical Sciences, Dean's Office for 25 years, then destroyed. Material with historical value should be sent to University Archives at the University of Maryland for permanent retention.
2	<u>Human Resource Records</u> A. Timekeeping Records - individual sheets approved by the supervisor that show leave taken and hours worked for administrative, student, if and when, contractual, non-exempt, and exempt employees. B. Employee Leave Balances - leave balances for administrative, contractual, non-exempt, and exempt employees.	Retain for 3 years and until audit requirements are met, then destroy. Retain final leave balance for 3 years after termination of employment, then destroy. During the time the employee is active, retain ongoing balances for 3 years for audit purposes.

Authorized by Department Head or Designated Representative Signature: <u>Victoria A. Beever</u> Title: <u>Exec Admin II</u> Date: <u>2-17-99</u> Authorized by Vice President of Administrative Affairs Date: <u>2/24/99</u> Signature: <u>Sylvia S. Stewart</u> Type Name: <u>Dr. Sylvia S. Stewart</u> Title: <u>Associate VP for Administrative Affairs</u>	Schedule Authorized by State Archivist <div style="text-align: center;">MAR 8 1999</div> Date: _____ Signature: <u>Edward C. Papenfuss</u>
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**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET) DGS 550-1A (REV. 10/92)**

Schedule No.: 2060

Page 2 of 3

Item No.	Description	Retention
3	Personnel Files – forms, correspondence and logs prepared upon the commencement of, during, and upon termination of employment, including contracts; employee benefits; and payroll and personnel actions.	College of Computer, Mathematical, and Physical Sciences, Dean's Office to retain for 3 years after termination of employment, then destroy.
4	Performance Review and Development Files - evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.	Retain for 3 years after the termination of employment, then destroy. Office of Record is the College of Computer, Mathematical, and Physical Sciences, Dean's Office.
5	Search and Selection Files - search committee files for candidates for faculty, administrative, exempt, non-exempt, and graduate assistantship positions consisting of advertisements, application material, meeting minutes, recommendations, reference checks, voting results, evaluative reports, list of eligibles, and relevant EEO documentation.	College of Computer, Mathematical, and Physical Sciences, Dean's Office to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.
6	Payroll Records – journals; one pay and payroll certification cards; check register; student financial aid requests, disbursements, records and reports; journal vouchers; payroll entry forms; and other internal adjustment forms.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
7	Purchasing and Accounting Records - internal account records, including copies of requisitions, invoices, and packing slips; honoraria and special payments; Financial Accounting System and Foundation activity statements and reconciliations; telecommunication service and equipment bills; unit projections; correspondence, grant proposals, budget amendments, journal vouchers, and transfers concerning commitments and disbursements on College of Computer, Mathematical, and Physical Sciences operating budgets, funded research and unit and special projects; and periodic reports and statistics.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the College of Computer, Mathematical, and Physical Sciences, Dean's Office. Office of Record for purchase orders is Procurement and Supply. Office of Record for the accounting records is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.
8	Departmental Publications - newsletters, technical reports, brochures, annual reports, and other material published by the College of Computer, Mathematical, and Physical Sciences, Dean's Office.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.
9	Position Titles – classification actions for exempt and non-exempt positions in the College of Computer, Mathematical, and Physical Sciences.	Retain for 3 years after position is abolished, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2060 Page 3 of 3
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)		
Item No.	Description	Retention
10	Undergraduate Records – advising records and correspondence related to academic activity, including fellowship/scholarship criteria, selections, and awards and supplemental grade change reports.	Retain academic files for 4 years after student leaves program (usually graduation), then destroy. Office of Record for the grade change reports is the College of Computer, Mathematical, and Physical Sciences, Dean's Office.
11	Faculty Files – <i>curriculum vitae</i> ; appointment, promotion, and tenure (APT) material; correspondence; evaluative reports; contracts; payroll information; appointment letters; faculty review files; leave without pay and sabbatical requests; and other reference material.	Retain for 3 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.
12	Inventory and Key Material - records identifying non-capital and capital equipment inventory and related material including: manual sheets, inventory adjustment forms, replacement of inventory tag forms, disposal of surplus property forms, and equipment loan forms, and material relating to the procurement and disposal of keys including forms, records, and related correspondence.	Retain inventory material for 3 years and until audit requirements are met, then destroy. Office of Record is Inventory Control, Office of the Comptroller. Retain key material until keys are returned or termination of employment, then destroy.
13	Faculty Consulting Reports – reports including individual faculty reports on paid consulting, unit summaries, and college summaries.	College of Computer, Mathematical, and Physical Sciences, Dean's Office to retain for 5 years, then destroy.
	If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.	Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE General Files				5. EARLIEST YEAR/LATEST YEAR 1980 TO 1999	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Incoming and outgoing correspondence, forms, minutes, manuals, reports, statements, memoranda, executed agreements, and statistics concerning current and proposed educational, research and outreach programs; financial agreements; policies and procedures; special projects and events; internal and external cooperative agreements and activities; equity issues; facilities; parking; alumni affairs; donor relations; unit reviews; and general reference and substantive data concerning the operation of the College of Computer, Mathematical, and Physical Sciences, Dean's Office.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <hr/> 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <hr/>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Rooms 3400, 3401, 3411, 3412, 3419, 3421, 3423, 3425, and 3431			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Screen annually and destroy that material for which no further reference is required. Remaining material with continuing administrative or legal value to be kept in paper by the CMPS, Dean's Office for 25 years, then destroyed. Material with historical value should be sent to University Archives at the University of Maryland for permanent retention.		
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>2A</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Human Resource Records - Timekeeping Records				5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1999</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Individual sheets approved by the supervisor that show leave taken and hours worked for administrative, student, if and when, contractual, non-exempt, and exempt employees.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1</u> NUMBER	
10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/16</u> NUMBER					
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Rooms 3400 and 3401			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>2B</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Human Resource Records - Employee Leave Balances				5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1999</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Leave balances for administrative, contractual, non-exempt, and exempt employees.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>2</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>File Folders</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Rooms 3400 and 3401		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain final leave balance for 3 years after termination of employment, then destroy. During the time the employee is active, retain ongoing balances for 3 years for audit purposes.			
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Performance Review and Development Files				5. EARLIEST YEAR/LATEST YEAR <u>1994</u> TO <u>1999</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>4</u> NUMBER </div> <div> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) File Folders </div> </div>	
11. FILE IS USED QUARTERLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER AFTER <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>3</u> NUMBER </div> <div> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) </div> </div> TERMINATION OF EMPLOYMENT			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Room 3411		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 3 years after the termination of employment, then destroy. Office of Record is the College of Computer, Mathematical, and Physical Sciences, Dean's Office.			
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Search and Selection Files				5. EARLIEST YEAR/LATEST YEAR 1985 TO 1999	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Search committee files for candidates for faculty, administrative, exempt, non-exempt, and graduate assistantship positions consisting of advertisements, application material, meeting minutes, recommendations, reference checks, voting results, evaluative reports, list of eligibles, and relevant EEO documentation.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Unit or Position Title</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1</u> NUMBER	
10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/8</u> NUMBER					
11. FILE IS USED OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1 or 10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Rooms 3400, 3411, 3419, and 3423			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION College of Computer, Mathematical, and Physical Sciences, Dean's Office to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.		
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Payroll Records				5. EARLIEST YEAR/LATEST YEAR 1995 TO 1999	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Journals; one pay and payroll certification cards; check register; student financial aid requests, disbursements, records and reports; journal vouchers; payroll entry forms; and other internal adjustment forms.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>2</u> NUMBER	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/2</u> NUMBER			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Room 3401			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO PAYROLL SERVICES		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.		
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Purchasing and Accounting Records				5. EARLIEST YEAR/LATEST YEAR 1995 TO 1999	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Internal account records, including copies of requisitions, invoices, and packing slips; honoraria and special payments; Financial Accounting System and Foundation activity statements and reconciliations; telecommunication service and equipment bills; unit projections; correspondence, grant proposals, budget amendments, journal vouchers, and transfers concerning commitments and disbursements on College of Computer, Mathematical, and Physical Sciences operating budgets, funded research and unit and special projects; and periodic reports and statistics.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ 11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY 12. FILE BECOMES INACTIVE AFTER <u>3</u> MONTH(S) <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Rooms 3401 and 3431			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO PROCUREMENT, BFA, COMPTROLLER, DCBS		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy. OOR for HM, LM, and SM Small Procurement Orders is the College of Computer, Mathematical, and Physical Sciences, Dean's Office. OOR for purchase orders is Procurement and Supply. OOR for the accounting records is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.		
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Departmental Publications				5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1999</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Newsletters, technical reports, brochures, annual reports, and other material published by the College of Computer, Mathematical, and Physical Sciences, Dean's Office.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Boxes</u> <hr/> 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Boxes</u> <hr/>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Rooms 3400, 3411, and 3431			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.		
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Position Titles				5. EARLIEST YEAR/LATEST YEAR 1980 TO 1999	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Classification actions for exempt and non-exempt positions in the College of Computer, Mathematical, and Physical Sciences.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) Unit _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1</u> NUMBER	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/16</u> NUMBER			
11. FILE IS USED OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER AFTER POSITION IS ABOLISHED <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Room 3401			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years after position is abolished, then destroy.		
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Faculty Files				5. EARLIEST YEAR/LATEST YEAR 1979 TO 1999	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Curriculum vitae; appointment, promotion, and tenure (APT) material; correspondence; evaluative reports; contracts; payroll information; appointment letters; faculty review files; leave without pay and sabbatical requests; and other reference material.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>12</u> NUMBER </div> <div> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ </div> </div>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>3</u> NUMBER </div> <div> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) AFTER TERMINATION OF EMPLOYMENT </div> </div>			
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Rooms 3401 and 3431		14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO VP for ACADEMIC AFFAIRS			
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) & REGULATIONS)</small> Please See Statement Below.		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 3 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.			
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Inventory and Key Material				5. EARLIEST YEAR/LATEST YEAR <u>1994</u> TO <u>1999</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Records identifying non-capital and capital equipment inventory and related material including: manual sheets, inventory adjustment forms, replacement of inventory tag forms, disposal of surplus property forms, and equipment loan forms, and material relating to the procurement and disposal of keys including forms, records, and related correspondence.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) Category _____		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ 10. ANNUAL ACCUMULATION <u>1/16</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Room 3401			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO INVENTORY CONTROL		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain inventory material for 3 years and until audit requirements are met, then destroy. Office of Record is Inventory Control, Office of the Comptroller. Retain key material until keys are returned or termination of employment, then destroy.		
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>13</u>	
1. AGENCY University of Maryland, College Park		2. DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Faculty Consulting Reports				5. EARLIEST YEAR/LATEST YEAR 1992 TO 1999	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Reports including individual faculty reports on paid consulting, unit summaries, and college summaries.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) Unit _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <hr/> 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED OCCASIONALLY <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>5</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 115, Third Floor, Rooms 3400 and 3401			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO VP for ACADEMIC AFFAIRS		
15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION College of Computer, Mathematical, and Physical Sciences, Dean's Office to retain for 5 years, then destroy.		
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II		20. TELEPHONE NUMBER 301.405.2316		21. DATE January 25, 1999	

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